

**MILPER MESSAGE NUMBER : 06-252**  
**AHRC-MSE**  
**REVISED OER, NCOER, AER, AND AKO "MY FORMS"**  
...Issued: [09/18/2006]...

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1. References.

- a. AR 623-3, Military Evaluations System, dated 15 May 06.
- b. DA PAM 623-3, Military Evaluation System, dated 15 May 06.
- c. MILPER Msg 06-143 Military Evaluation System Regulation Implementation

2. Purpose. This message provides answers to commonly asked questions concerning revisions to the following and is applicable to RA, US Army Reserve and Army National Guard Soldiers:

- a. Military Evaluation Regulations and Forms
- b. Submission Requirements
- c. AKO "My Forms"

3. Implementation of a new regulation and forms and implementation of AKO "My Forms" are separate but simultaneous issues working within the Evaluations Branch.

4. Military Evaluation Regulations and Forms: References A and B were effective 15 Jun 06 and include revised forms, dated Mar 06. You need both AR and DA PAM to understand the policy and procedures for completing these forms. We have discovered errors in both documents and are staffing a MILPER message that clarifies confusing sections and provides missing information.

5. Submission requirements: HQDA will not accept previous versions of forms after 12 Oct 06. OERs, NCOERs, and AERs received at HQDA after 12 Oct 06 must be on the form dated MAR 06. A 120-day transition period (15 Jun 06 thru 12 Oct 06) allows use of both old and new forms. All users will be required to submit the new versions of evaluation forms (dated Mar 06). HQDA will not accept old form versions after 12 OCT 06.

6. AKO "My Forms": AKO "My Forms" is available for all Army forms, not just evaluations. To use this application, users need PureEdge Viewer, Approvelt, and a Common Access Card (CAC) set up. It is not mandatory to use AKO "My Forms" to complete evaluations using the new form; however, it is recommended in order to receive full benefit provided by the application. Today, AKO "My Forms" can be used to complete OERs and NCOERs, route between rating officials, and digitally sign using the CAC. Final copies must be printed and sent to HQDA until the smart (green background) forms and "Send to HQDA" features, explained in the next paragraph, are operational. You can mail in forms which have been signed digitally.

7. The current OER and NCOER available in AKO "My Forms" will be updated with a smart or wizardized version, which are still dated Mar 06. When you see forms with a green background you will know you have these smart forms. These forms include help keys, embedded regulatory logic, and allow users to import information from evaluation support form to the final evaluation form. These forms will also allow users to submit or "send to HQDA" electronically. The wizardized OER should be available early September with the Active Component "send to HQDA function" turned on shortly afterwards. The wizardized NCOER form and all other "send to HQDA" features will follow shortly thereafter.

8. Training is located on the website for evaluations, [https://www.hrc.army.mil/site/active/TAGD/MSD/ESO/Whats\\_New.htm](https://www.hrc.army.mil/site/active/TAGD/MSD/ESO/Whats_New.htm) and on the AKO "My Forms" help tab. As it is created, training is placed at these two locations. In addition, S1 Net has a new section/segment for information on the evaluation process. There have been great discussions out there.

9. AER forms (both 1059 and 1059-1) are available behind AKO My Forms with electronic signature. The DA Form 1059 will also be available in web-based ATRRS under a AER preparation module after 1 Sep 06. Automatic electronic distribution to HQDA will not be available at that time but this capability will be in place shortly thereafter.